

## **Contract For Freelance Court Reporting Services In Judicial Administrative District 1**

This contract is made and entered into this            day of            , 20            by and between the Director of State Courts Office of the State of Wisconsin (hereinafter referred to as “the Director’s Office”) and            (hereinafter referred to as “the court reporter”) for freelance court reporting services. Representatives of the Director’s Office for purposes of this contract are the District Court Administrator or the Managing Court Reporter of the First Judicial Administrative District of the State of Wisconsin.

Under the terms of this contract the court reporter agrees to complete the assignments made by the Managing Court Reporter or designee until said assignments are complete, including any related transcripts, pursuant to applicable statutes and rules. All questions or concerns regarding assignments should be directed to the Managing Court Reporter or designee who made the assignment. The court reporter agrees to sign and adhere to the “Assistant Court Reporter Oath of Office” and to perform under this contract in accordance with the best professional standards. On a regular basis throughout the term of this contract the Managing Court Reporter may review the quality, quantity, rate of progress, timeliness of services, and related considerations of this contract to ensure proper court administration.

The court reporter will be contacted to perform freelance court reporting services for the First Judicial District on an as-needed basis. It is understood that the freelance court reporter is not an employee of the State of Wisconsin. The court reporter shall provide the required equipment to provide the needed court reporting services. The court reporter holds the State of Wisconsin harmless from any personal or other liability for the operations of the court reporter.

Effective August 1, 2006, payment for freelance court reporting services shall be rendered at a rate of \$170 per day and will be increased to \$187 per day if the court reporter has received either National Court Reporters Association (NCRA) certification or National Verbatim Reporters Association (NVRA) certification. To receive the higher per diem rate the court reporter must submit a copy of the court reporter’s NCRA or NVRA certification to the Fiscal Office, Director of State Courts’ Office of Management Services, 110 E. Main Street, Room 430, Madison, WI 53703. This per diem rate assumes freelance court reporting services will be provided in court on the record by the court reporter for more than ½ day and will allow for an unpaid lunch break. At the discretion of the Managing Court Reporter, when an assignment requires court reporting services to be performed beyond an eight hour per diem for which the court reporter was assigned, the court reporter will be paid on a straight hourly basis of \$21.25 per hour (or \$23.375 per hour with evidence of NCRA or NVRA certification) for services rendered in court on the record and/or when on-site availability for a specific court assignment is required.

The court reporter will not be paid for time spent typing transcripts or for time traveling to and from an assignment. If the court reporter is called and appears for an assignment, and if the Managing Court Reporter or designee does not have an alternative assignment to offer the court reporter, the court reporter will be paid for a minimum ½ day work.

The court reporter must submit a completed form CS-152, “Court Reporter Per Diem Voucher”, to the Managing Court Reporter who must approve and sign the form prior to submission

to the Director of State Courts Office for payment. The court reporter will be paid for the freelance court reporting services as required by s. 16.528, Wis. Stats.

Upon request by the Managing Court Reporter or designee, the court reporter shall deliver the court reporter's notes to the physical custodian in accordance with Trial Court Administration Rule 7 as the rule applies to the First Judicial District. This material shall be held by the court reporter in accordance with the best professional standards of confidentiality.

This contract may be terminated by either party at any time without cause. Should the court reporter terminate this contract, for any reason whatsoever, the court reporter will provide sufficient notice to the Managing Court Reporter to ensure any assignments given to the court reporter can be reassigned without causing hardship to the State of Wisconsin. Even after termination of this contract, the court reporter shall complete all requested transcripts from assignments made under this contract as required by statute and rule, and shall deliver the court reporter's notes in accordance with Trial Court Administration Rule 7 as the rule applies to the First Judicial District. The State of Wisconsin will be liable only for payment for services rendered and accepted by the Director's Office.

This contract becomes effective upon the signature of both parties and will remain in effect until July 31, 2007. This contract may be renewed after the annual review of the terms of this contract.

Signed: \_\_\_\_\_  
Kristine Jacobi  
Managing Court Reporter  
First Judicial Administrative District  
Director of State Courts Office  
State of Wisconsin

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Printed: \_\_\_\_\_  
Freelance Court Reporter

Date: \_\_\_\_\_